

Green Lake Pitch N Putt RFP Questions and Answers

1.) Can you provide the Income & Expenses for years 2008-2009?

Answer: These numbers came from the Concessionaire.

Year	Income	Expenses
2008	\$164,001	\$161,225
2009	\$157,933	\$156,042
2010	\$152,252	\$151,935

2.) Does the gross income listed above include sales tax?

Answer: No.

3.) What was the total number of golf rounds for each year?

Answer: The number of golf rounds per year is estimated to be 19,000.

4.) Can the DPR itemize their annual expenses and provide its month-to-month breakdown for each year, 2008-2010?

Answer: We have three primary expenses. They are Shop (or work order) Expenses, Grounds Maintenance Expenses and Utility Expenses. The estimated figures we have are:

Year	Shops	Grounds	Utility (Estimated Conc. Portion)
2008	\$14,357	\$36,700	\$1,800
2009	\$14,112	\$39,000	\$2,000
2010	\$ 882	\$31,000	\$2,587
2011	\$ 7,595	\$28,000	\$2,300

5.) Is it possible for the concessionaire to buy their equipment &/or supplies through the DPR's suppliers in order to take advantage of the DPR's bulk rates?

Answer: No.

6.) Can the DPR provide the City Risk Manager's insurance requirements and the current insurance company's policy & premium?

**Answer: Yes – to insurance requirements. You must maintain Liability Insurance with minimum \$1 Million dollar coverage and you must add the 'City of Seattle' as an additional insured on your policy. Our Risk Management Department dictates requirements for insurance and will review the negotiated agreement.
No – to the current company policy and premium.**

7.) Does the DPR want the detailed operational budget in spread sheet form?

Answer: A spread sheet is not a requirement, but we want some report/form with a detailed itemized listing of Revenues and Expenses with net profit/loss projections for the current and future years.

8.) Are there any other Parks Department properties that are mowed by private entities?

Answer: Yes – Both Lawn Bowling facilities do some of their own mowing and maintenance around and in the buildings. Also we have three properties that do all the maintenance in our parks. They are: Red Barn Ranch, OO Denney Park and just recently the Atlantic City Nursery.

9.) Are you also going to post the cost breakdown for the maintenance performed by the DPR that the future concessionaire is being asked to assume?

Answer: See question #4 above and answer posted there.

10. And what type of mover/s and aerifying equipment would be required to assume those?

Answer: When we negotiate the contract with the winning proposer we can provide that information at that time; but we are hoping a business with experience with maintaining golf greens would know what equipment is needed.

11. Would the irrigation system/plumbing still be a Parks responsibility? Tree-trimming? Removal of debris from the maintenance gate?

Answer: Yes for the irrigation system/plumbing. No for the other two – We expect tree-trimming and removal of debris from the maintenance gate would be the concessionaire's responsibility.

12. What is the "Public Benefit Report"?

Answer: This is a report that shows what you do in your operations to encourage special populations such as seniors, youth, underserved minorities, low-income individuals or groups to have access to your facility. It may be comprised of lower rates, free lessons on certain days of the week, etc. This would be an annual report prepared for DPR.

13. What does a Maintenance/Operations Plan entail?

Answer: This would describe your overall vision for the facility, how you will operate, fund Operating & Maintenance costs, raise revenues, what fees you are projecting, short-term vs. long-term plans for courses, and any improvements. Adding how you would align your plans with the Park mission, public benefits and public access, etc.

14. Is the capital rent off-set for capital improvements something that needs to be laid out in the proposal, or worked out with the winning proposer later?

Answer: If you are proposing capital improvements, then yes include in your proposal what you would like to propose as off-sets. The winning proposal may include some negotiation about how the off-sets will be allowed.

15. Is five years the limit on a "long-term agreement"?

Answer: Yes, but the final agreement may include an option for a one-time extension for 5 additional years.

16. Is it possible to get a breakdown of the expenses to get a better sense of where the money goes?

Answer: See question #4 for DPR expenses.

17. What are limitations on off-season use of the space?

Answer: We are open to ideas, which we will review for the off season.

18. What is your sense of the possibility of adding structures to the property?

Answer: Any proposals to add structures will require the proposer to assume all expenses for permits, construction costs and may have to consider DPD Shoreline requirements depending on if the structure is within 200 feet of the Green Lake shore.

19. In April 2010, is the 22,370.44 number the total water + electric usage @ the Green Lake Pitch and Putt? (NOTE: This individual had been sent a Utility spreadsheet that included total charges for the Green Lake area, not specific to the golf operation.)

Answer: The \$22,370.44 is the total YTD of water charges for year 2010 on the meter. Green Lake Pitch & Putt is only charged for a small amount of that usage. There is NOT a separate meter so we use a formula and invoice the concessionaire. The concession was charged \$2,586.86 for the irrigation water in 2010.

20. In April 2010, is the 1479.90 top row number the one-month total water + electric usage @ the Green Lake Pitch and Putt?

Answer: Yes - but as stated above, not all the water usage is the concessionaires.

21. Do all of these numbers represent what the concessionaire paid in USD?

Answer: No - See above answer.

22. Both numbers in April 2010 seem quite high when compared to April 2011. Is that because it rained every day in 2011? OK maybe it just seemed like every day...

Answer: Not sure. It could be because the concessionaire or grounds crews were applying fertilizer that needed watering.

23. In 2011, there are quite a few months on the second line with 0.00 amounts. Does this mean they just didn't read the meters for these months?

Answer: The 0.00 lines are months August - December and we hadn't received the bills for those months when the report was printed.